

# **Immediate Opening: General Counsel for Utah Legislature**

Send resume with cover letter now through **April 11, 2008** to:

Beverlee LeCheminant  
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Utah State Capital Complex  
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**Job Title:** General Counsel for the Utah Legislature

**Compensation Range:** \$100,000 - \$130,000

**Position Summary:** The position of general counsel is created by Utah Constitution, Article VI, Section 32 and Utah Code Ann. § 36-12-12. The general counsel provides and controls all legal services for the Utah Legislature unless otherwise provided by statute. The general counsel is appointed by the Legislature, upon recommendation of the Legislative Management Committee, which acts on recommendation of the Research and General Counsel Subcommittee.

**Position Qualifications:** The general counsel must be admitted to practice law in Utah. It is recommended that an applicant have an extensive knowledge of Utah's legislative process and strong communication skills; supervisory experience preferred.

**Position Responsibilities:** The general counsel is part of the nonpartisan Office of Legislative Research and General Counsel. The general counsel works closely with the Director of the office and is required to maintain a nonpartisan stance in addressing issues raised in the dynamic environment of the Legislature. Within the Office of Legislative Research and General Counsel, the general counsel supervises a staff of 1 deputy general counsel and 13 associates general counsel in meeting the basic statutory and constitutional requirements outlined below.

- *Representation of legislative clients:* The general counsel serves as legal counsel to the Legislature, majority and minority leadership of the House or Senate, any of the Legislature's committees or subcommittees, individual legislators, any of the Legislature's staff offices, or any of the legislative staff, including representing legislative clients in a case or controversy before a court or administrative agency.
- *Preparation of legislation:* The general counsel oversees the preparation of legislative bills, resolutions, memorials, amendments, and other documents or instruments required in the legislative process and gives advice and counsel regarding them to legislative clients. As part of this responsibility general counsel keeps records concerning legislation and proceedings of the Legislature with respect to legislation.
- *Revisor of the Utah Code:* The general counsel reviews, examines, and corrects technical errors and approves legislation that passes the Legislature in order to enroll the legislation

and prepare the laws for publication. In addition, general counsel formulates recommendations for the revision, clarification, classification, arrangement, codification, annotation, and indexing of the Utah Code and develops proposed legislation to effectuate the recommendations.

- *Supervision of committee work and general guidance to legislative clients:* Under the supervision of the director of the Office of Legislative Research and General Counsel, the general counsel:
  - oversees the legal staff's assistance to legislative committees including:
    - assisting committee chairs in planning the work of the committee
    - preparing and presenting research and legal information in accordance with committee instructions or instructions of the committee chair
    - preparing progress reports of committee work when requested
    - preparing a final committee report in accordance with committee instructions, that includes relevant research information, committee policy recommendations, and recommended legislation
  - collects and examines the acts and official reports of other states and reports that information to a committee or individual legislator
  - provides research and legal analysis services to a legislative committee or an individual legislator on actual or proposed legislation or subjects of general legislative concern.

**For questions related to the position of General Counsel contact:**

Michael E. Christensen, Director  
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M. Gay Taylor, General Counsel  
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